

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Overtime Usage Estimate, Fourth Qtr, FY 85

FROM

C/NBPO/OL
1J45 HQ

EXTENSION

NO.

DATE

10 July 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/B&F/OL

7/11

W

1. Via

2.

3. EO/OL

W

3. Approval

4.

5. DC/B&F/OL

7/12

W

6.

7. C/NBPO
1J45 HQ

7/15

AB

8.

9.

File

10.

11.

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15.

10 July 1985

MEMORANDUM FOR: Executive Officer, OL

VIA: Chief, Budget and Fiscal Branch, OL

FROM:

C/NBPO/OL

SUBJECT: Overtime Usage Estimate - Fourth Quarter FY 1985

It is estimated that 50 hours of overtime for general administrative and technical purposes will be required for the subject period. As was the case in the first three quarters of 1985, it is expected that the majority of this requirement will be expended in support of planned and emergency utility outages related to new building construction.

APPROVED:

Executive Officer, OL

Date

OL 2074-85